Sherburn High School

Achievement for all

Ofsted
Good
Provider

BTEC Policy

Adopted/Reviewed: September 2025

Date of Next Review: September 2026

Contents

Roles and Responsibilities

Diagram (centre): **Head of Centre - Ms Miriam Oakley** surrounded by:
- Examinations Officer - Ms Katrina Meadley
- Quality Nominee - Miss Charlotte Dodd
- Internal Verifier - Mr Steve Brook
- Lead Internal Verifier - Miss Charlotte Dodd
- Assessor - Miss Charlotte Dodd
- Programme Leader Health and Social Care - Miss Charlotte Dodd
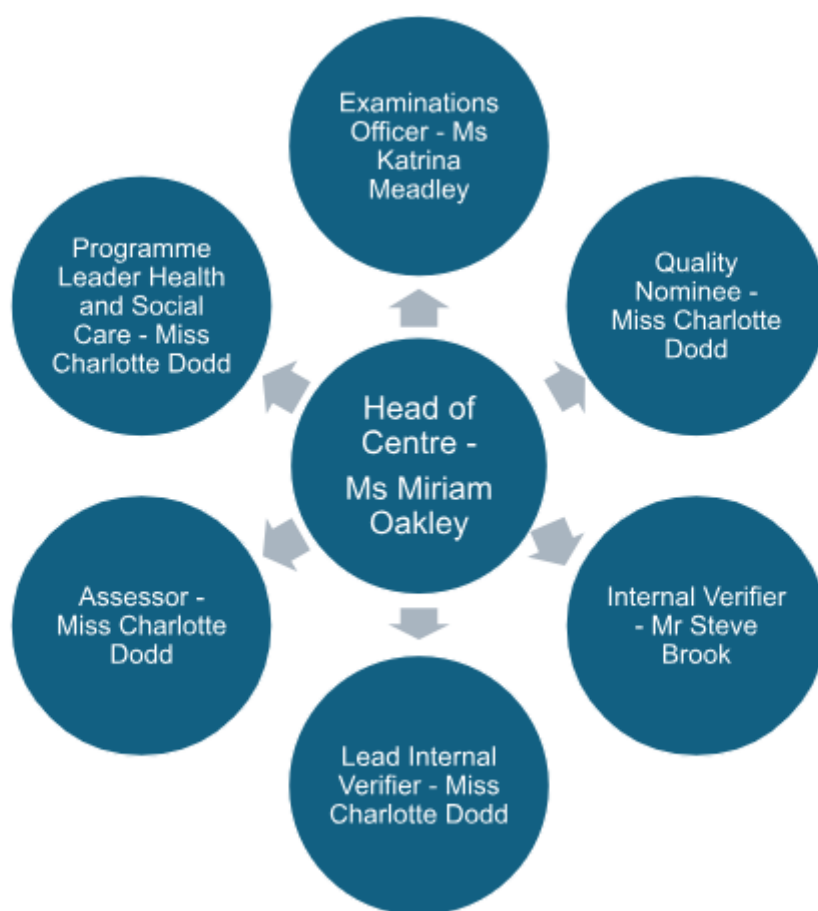
BTEC Roles

Quality Nominee

The Quality Nominee is responsible for maintaining the quality of BTEC qualifications within the centre. The Quality Nominee (QN) will: Ensure effective management takes place across all subjects through ensuring that all QN details are accurate an up to date, they lead on the annual Quality Management Review (QMR) and Centre Visits relating to the centres' BTEC provision, and the effectiveness of quality procedures adopted by the centre, this includes:

The completion of the Annual Centre Declaration Document, which will also be shared and agreed with all Lead Internal Verifiers (LIV) prior to submission share all documentation relating to the QMR and oversee the areas identified for development an annual review of all internal policies associated with BTEC delivery takes place and that these are shared and understood with all relevant members of staff involved in the delivery of BTEC programmes

▪ Ensuring programmes being delivered are approved

▪ Ensuring LIVs complete the online standardisation process (OSCA) for each subject area and that this process extends internally to other staff as necessary

▪ Ensuring learner registrations and certifications are completed in a timely fashion

▪ Ensuring assessment and internal verification is effective for all subjects through liaising with the LIV for each program area

▪ Ensuring standards Verification process is completed successfully for each subject area

Lead Internal Verifier

The Lead Internal Verifier (Lead IV) is the person designated by a centre to act as the point of signoff for the assessment and internal verification of the programme(s) in a subject area.

The Lead IV will:

▪ Register through the online standardisation system, OSCA.

▪ Make other assessors and internal verifiers aware of the standardisation practice and lead this within their subject area

▪ Liaise with the Quality Nominee throughout the program and be aware of any updates to the programs of study and/or quality assurance requirements

▪ Review the reports from the quality assurance process and ensure that appropriate action is taken as necessary

▪ Ensure that there is an assessment and verification plan for the programmes in the sector which is fit for purpose and meets all BTEC requirements

▪ Undertake internal verification and/or assessment for individual units within the programme for their subject area ensure that they do not internally verify their own work

▪ Ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary.

▪ Liaise with the Standards Verifier to ensure that appropriate sampling takes place as required

▪ Liaise with the Examinations Officer in relation to the registration and certification of learners

▪ Plan for the handover to a deputy or replacement if unable to carry out the role within their subject area

▪ Ensure that an annual standardisation activity takes place each year, led by the Lead Internal Verifier. This will coincide with an assessment window and is accessed through OSCA. This standardisation activity should be recorded.

▪ Check the quality of assessment to ensure that it is consistent, fair and reliable

▪ IV all assignment briefs prior to issue to learners

▪ Ensure that an accurate and efficient Assessment plan is in place and that the plan is implemented

▪ Monitor that the IV schedule covers all learners, across all units, tasks and assessors on a programme

▪ Ensure that internally assessed work consistently meets national standards and that an efficient system for recording learner achievement is in place

▪ Give relevant advice, support and feedback to assessors and identify actions to be taken where appropriate

▪ Share best practice with other teams at regular intervals throughout the academic year.

Assessor will:

▪ Set tasks which allow students to demonstrate what they know, understand and can do so that they have opportunities to achieve the highest possible grades in their BTEC courses.

▪ Ensure that learners are clear about the criteria that they are expected to meet in their assignments and that they are fully briefed on the skills that need to be demonstrated in each subject area.

▪ Provide students with detailed SUMMATIVE feedback following the completion of a unit as per Assessment plan. Clear reference must be made to which grading criteria the candidate has achieved.

▪ Mark and return work within approximately two weeks of submission.

▪ Record outcomes of all assessments using appropriate documentation.

▪ Ensure that each candidate signs to confirm that their work is their own and that it is endorsed by the teacher after marking the work.

▪ Provide accurate records of internally assessed marks to the Exams officer in a timely manner for transfer to the awarding body.

BTEC Registration, entry & certification policy

Aims

1. To register individual learners to the correct programme within Pearson stated timescales.

2. To enter individual learners for assessment, where required, by published deadlines.

3. To claim valid learner certificates within agreed timescales.

4. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration, entries and certification claims can be tracked to the certificate which is issued for each learner.
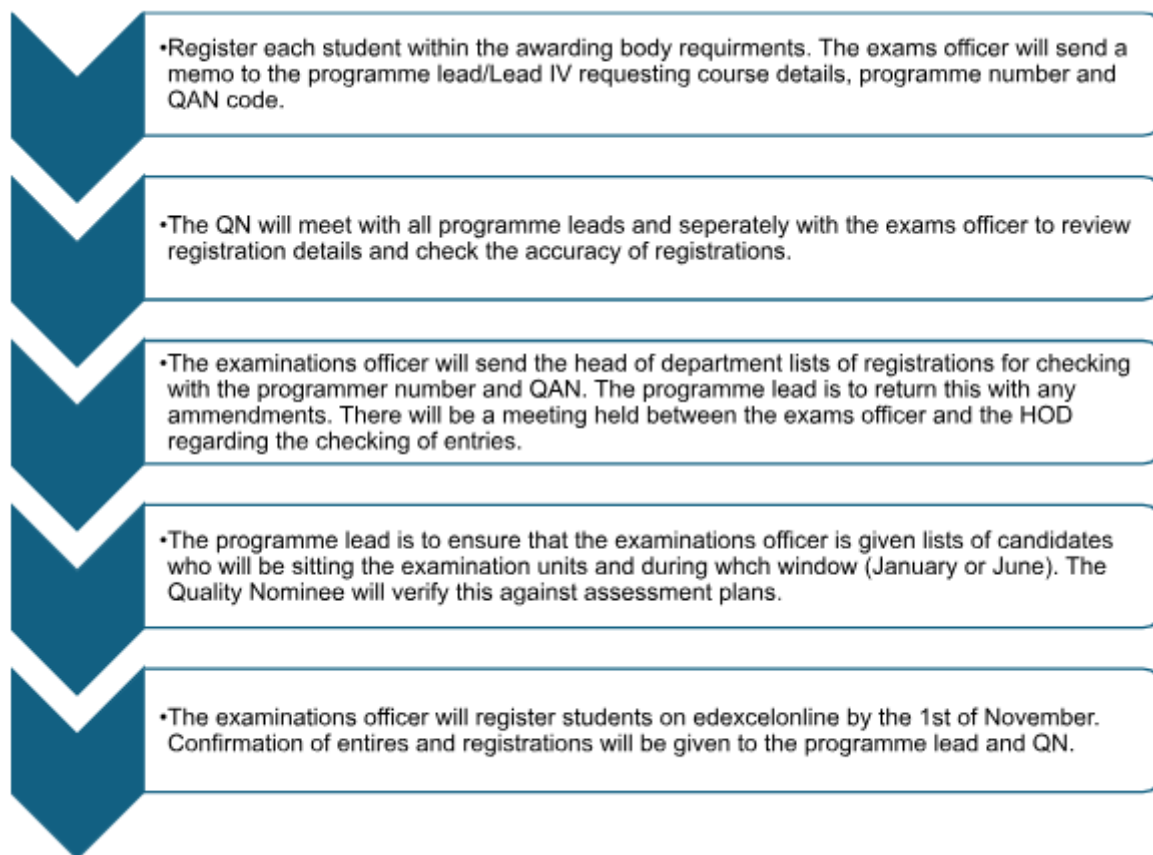
To do this, Sherburn High School will:

• Ensure all relevant approvals are in place for programmes being offered, prior to starting delivery and assessment

• Register each learner to meet with Pearson requirements

• Register each learner on the appropriate programme code, at the start of teaching and before any assessment activity is completed

• Provide a robust mechanism for programme teams to check the accuracy of learner registrations

• Make each learner aware of their registration status and number, if requested

• Inform the awarding body of any withdrawals, transfers, or changes to learner details

• Ensure registration data on Edexcel Online is accurate and up to date, including learner 'estimated completion dates (ECD)'

• Ensure learner entries for internal and/or external assessment are accurate and timely, meeting published deadlines

• Provide a robust mechanism for programme leads to check the accuracy of individual learner entries

• Ensure that certificate claims are timely, to meet Pearson published deadlines

• Audit certificate claims made to Pearson

• Audit the certificates received from Pearson, to ensure accuracy

• Keep and maintain accurate learner records safely and securely for three years post certification, in line with Pearson Terms and Conditions

Links

https://qualifications.pearson.com/en/support/support-for-you/exam-officers-administrators/entries-information-manual.html

Registration Process

Programme lead registers the course and candidates in conjunction with the exams officer, the QN checks this and amendments can be made, registering explicit registration of examination units and online official registration using edexcelonline.

- Register each student within the awarding body requirments. The exams officer will send a memo to the programme lead/Lead IV requesting course details, programme number and QAN code.

- The QN will meet with all programme leads and seperately with the exams officer to review registration details and check the accuracy of registrations.

- The examinations officer will send the head of department lists of registrations for checking with the programmer number and QAN. The programme lead is to return this with any ammendments. There will be a meeting held between the exams officer and the HOD regarding the checking of entries.

- The programme lead is to ensure that the examinations officer is given lists of candidates who will be sitting the examination units and during whch window (January or June). The Quality Nominee will verify this against assessment plans.

- The examinations officer will register students on edexcelonline by the 1st of November. Confirmation of entires and registrations will be given to the programme lead and QN.

After 1st November – Information sharing and claiming certification (in. transfer and withdrawal)